

DAILY TIME RECORD  
CAORTE, ENRIQUE E. JR.  
(NAME)

For the month of  
October 1 - 31, 2025  
Official hours for arrival and departure  
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED			3:08	11:59		8hrs
2-THU			3:09	11:59		8hrs
3-FRI			3:22	11:59		8hrs
4-SAT						Off
5-SUN						Off
6-MON			3:12	11:59		8hrs
7-TUE			3:21	11:59		8hrs
8-WED			2:53	11:59		8hrs
9-THU	7:19	12:00	12:01	4:01		8hrs
10-FRI	7:27	12:00	12:01	4:00		7hrs 59mins SUSPENDED 12:00 pm 11:59 pm
11-SAT						Off
12-SUN						Off
13-MON	7:00	12:00	12:01	4:01		
14-TUE	7:13	12:00	12:01	4:06		
15-WED	7:05	12:00	12:01	4:05		
16-THU			11:32			
17-FRI	12:00	8:00				
18-SAT						Off
19-SUN						Off
20-MON			11:36			
21-TUE						BUILDING A CULTURE OF SAFETY: PREPAREDNESS AGAINST DISASTERS, THREATS AND RISKS
22-WED	12:00	8:01	11:11			
23-THU	12:00	8:02	11:23			
24-FRI	12:00	8:01				
25-SAT						Off
26-SUN			3:10	11:59		
27-MON			3:14	11:59		
28-TUE			3:15	11:59		
29-WED		12:01	3:23	11:59		
30-THU			3:09	11:59		
31-FRI		12:00				

I CERTIFY on my honor that the above is true and correct report of the hours of work performed record of which was made daily at the time of arrival at and departure from office.

ENRIQUE E. CAORTE JR.

VERIFIED as to prescribed office hours

GERALD M. RIVERA  
Department Head  
Security and Safety Services

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